



st. John's C.E. Primary Academy

Lost /Uncollected children policy

Procedure for Lost or Uncollected Children

Every measure is taken to ensure the absolute safety of each and every child in our care to prevent this scenario through good supervision, more than adequate staff: child ratios, risk assessment, security fences, staff training etc.

However, in the instance of a child being lost or unaccounted for, we would implement the following procedure:-

- Ensure that all external doors and gates are closed and secure.
- Staff should then conduct a thorough search. The remaining children must be well supervised and occupied by other members of staff.
- Search each area of the school methodically and systematically, room by room including any outdoor play areas, paying particular attention to home corners, cupboards, toilets, etc.
- The Principal or Assistant Principal must be contacted alerting them to the situation.
- The parents must then be informed by using the emergency contact number and told of the situation, maintaining a calm approach throughout. Make them aware of the procedure being followed and that the EWO/police are being contacted.
- Ring the police, making sure that all information has been collected such as child's name, address, contact numbers, keyworker, where he/she was last seen, any visitors to the school, etc.
- All aspects of any incident must be well documented and recorded afterwards, including the date, time, personnel involved and outcome.
- Inform LADO if there has been a safeguarding breach

In the second instance of a child not collected by their parent/guardian, then the following procedure should be implemented:

- The child must be constantly supervised and reassured (especially if he/she is displaying signs of distress) and kept well occupied.
- If the collector is over 10 minutes late and has not contacted the school to give a reason, then the emergency contact number(s) should be used. If there is no response then the Principal or Assistant Principal should be informed.



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- If after 35 minutes has passed and there is no response from any of the contact numbers, the most senior person on site should decide whether a call to First Response is necessary.
- If a response has been obtained and there is a valid reason for lateness, 2 members of staff must remain with the child until the child is collected. The Principal or Assistant Principal can be contacted and they will endeavour to replace members of staff who need to be relieved.

This policy was reviewed and approved by the Principal summer term 2025.
It will be reviewed in the spring term 2028.